

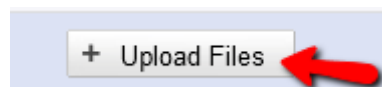
Uploading Links and Files to Your Wiki Page

Files:

If you want to upload a Word document or a picture, click the **file** button.



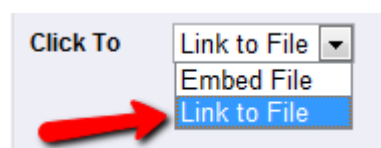
Once the menu opens, click the **upload files** button on the left.



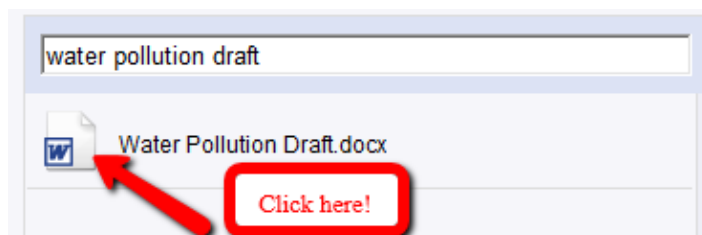
Find the document or picture on your desktop in the popup window and click open.

The file will now upload., wait until it is done.

IMPORTANT! Before you click the file to put it on your wiki page, make sure you choose **link file** from the drop down menu on the right!



Click on the file and it should appear as a link on your wiki page.

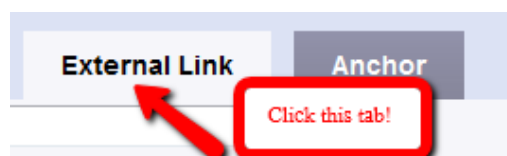


Links:

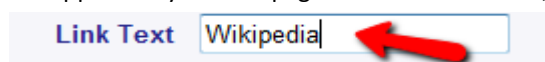
If you want to add a **link** to you wiki page, click the **link** button in your menu.



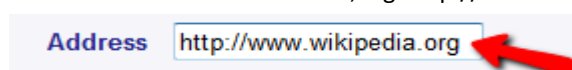
IMPORTANT! Choose the **external link** tab .



Type the **text** that you want to appear on your wiki page in the **link text box**, e.g. Wikipedia



Copy and paste the **url** of the website into the **address box**, e.g. http://www.wikipedia.org



Click the **add link** button and your final link should appear on your wiki page.

It will appear as the text you typed but you'll know it's a link by the little green arrow!

